

AF/HC DV TDY CHECKLIST

	AF/HC DV Code: Chief of the Chaplain Service: 5 Deputy Chief of the Chaplain Service: 6 Division Chiefs: 7 Senior Enlisted Manager: 8
	Complete address and phone numbers (DSN & Commercial) during TDY:
	Command Post phone no (DSN & Commercial): Passenger terminal phone no (DSN & Commercial):
	Registration Fees? Amount & does it include lodging & or meals?
	If Chief or Deputy speaks at/attends a conference, provide a list of conference attendees.
	POC (Name, office & home phone numbers -- both DSN & Commercial):
	Rental Car needed or will you provide a staff car?
	Uniform(s) and civilian dress required at TDY
	Itinerary <u>required two (2) weeks prior to TDY start date</u> (Reminder - coordinate itinerary with your local Protocol office before sending to AF/HC). Itinerary should include transportation, list of events, dress for each event, escort information (name, home, office, cell, pager phone numbers):
	Biographies of DVs visiting and Chaplain Service member (chaplains/chaplain assistants/civilians) at your location (Placed in room package):
	Who will meet Chief, Deputy or SEM at airport/base ops? Who will attend to luggage coming and going? MILAIR often arrives early. Stay in contact with terminal concerning projected arrival time.
	What courtesy visits is planned for Chief, Deputy, Division Chief's or SEM and with whom?
	Billeting room pre-registered? Need confirmation number and room phone number. Check room and make sure key works.
	Office roster to include names of staff members, religious preference of each staff member, spouses' names, home telephone numbers
	List of significant events at your Command/Base for Chaplain Service members in the last three months (i.e., surgery, death, hospitalization, births, marriages, etc.)

